

2012 Clean Cities Peer Exchange and Vehicle Technology Deployment Workshop



**Clean Cities Coalition Programmatic
Support Sub-Contract Requirements**

Brett Aristegui – California
Regional Manager

Erin Russell-Story – Great Lakes
Regional Manager

Organizations Involved:

DOE:

Department of Energy

NETL: National Energy
Technology Laboratory

LTI: Leonardo
Technologies, Inc (a
contractor to NETL)

NREL: National
Renewable Energy
Laboratory

Contractual Terms:

SOW:

Statement of Work

PPM:

Program and Performance
Management

FY:

Fiscal Year (the
government fiscal year
is 10/1 to 9/30)

Abbreviations for Deliverables:

AOP:

Annual Operating Plan

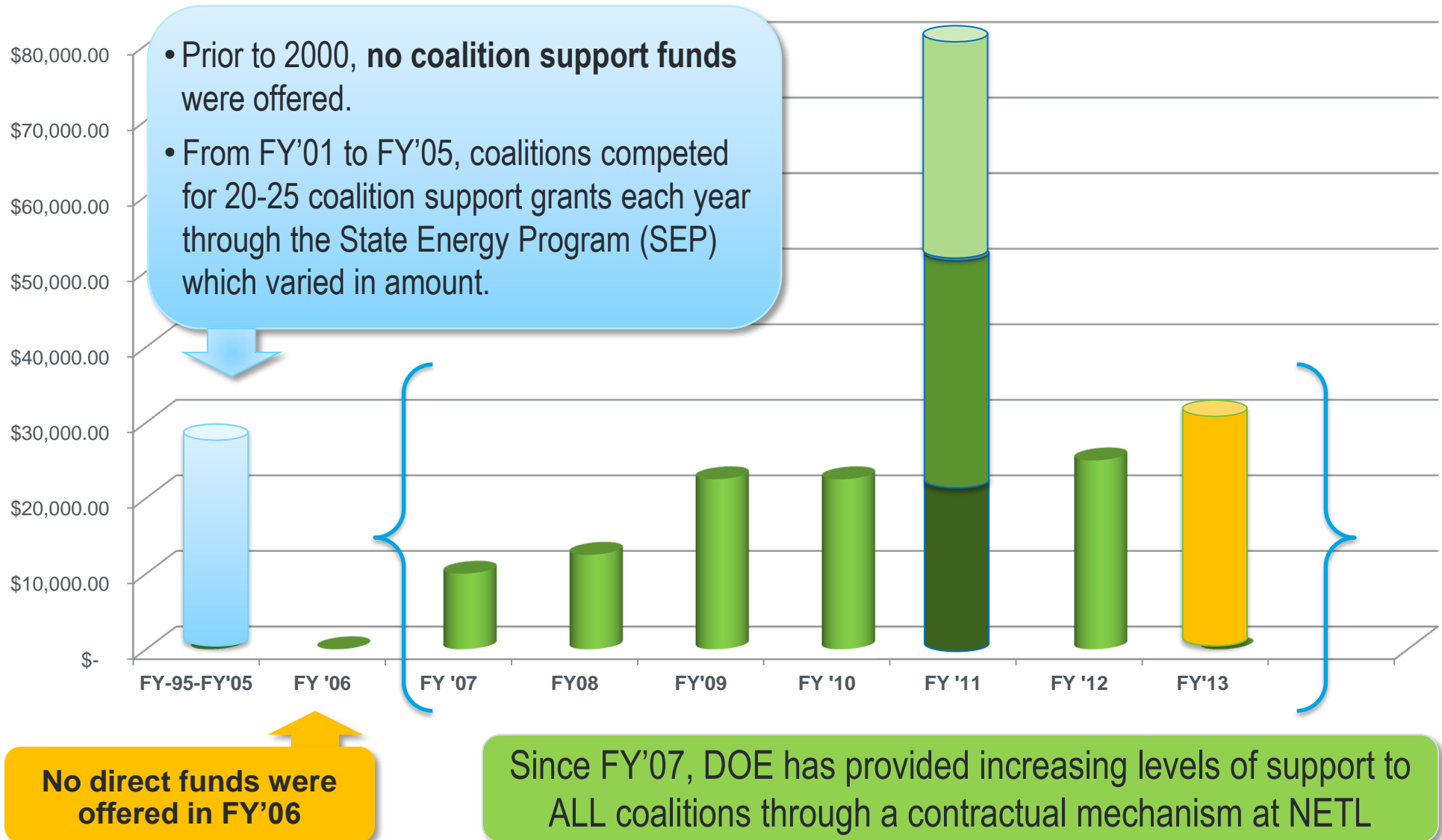
CCTV:

Clean Cities Television

CCU:

Clean Cities University

History of Coalition Support Funds



Coalition Support Sub-Contract Hierarchy



DOE Clean Cities Program Headquarters:
Funding origination for all program activities



NETL - Clean Cities Project Management
Funding directed to grants and contracts



Leonardo Technologies, Inc. (Contractor to NETL)
Paid by NETL for Program and Performance
Management (PPM) services

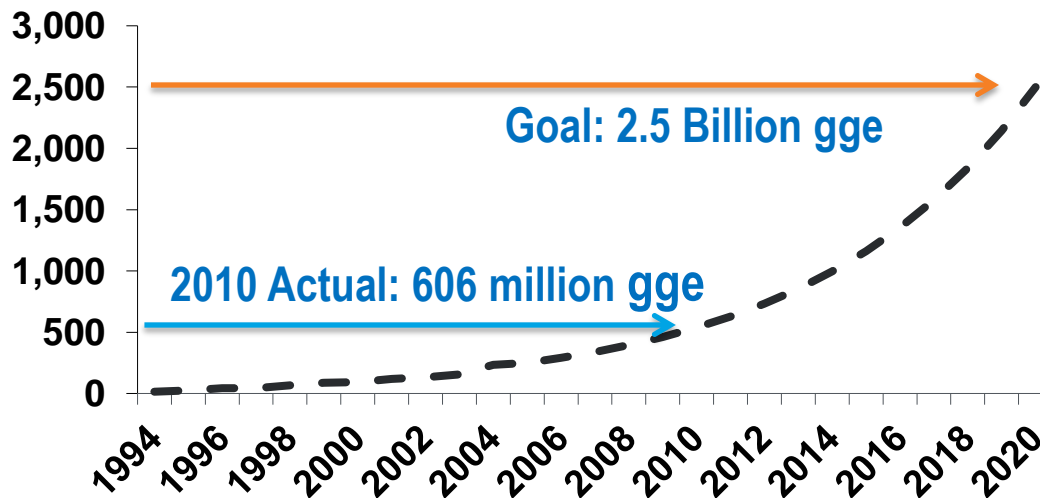


Clean Cities Coalitions (Sub-contractor to LTI)
Paid by LTI for work on the Coalition Support
Sub-Contract (PPM NETL/LTI_520.03.01)

NOTE: This sub-contract is between your coalition and LTI, not DOE. Therefore, there are limits to how much influence DOE has over this sub-contract. **This is not a grant** and does not have a corresponding CFDA number. **This is not considered federal funding.**

Objective: fund activities related to

- **Validating, collecting, and reporting** critical data and performance metrics
- Track the growth/adoption of petroleum reduction technologies



- **Task 1:**
 - **Data collection, reporting, and assessment** efforts within coalition territory
- **Task 2:** Provide support for
 - **Coalition technical assistance and coalition activities**

\$30,000 LTI sub-contract**

- Offered to all coalitions

\$0* Travel Assistance

- No additional funds offered for travel to DOE sponsored events*

Deadlines are strictly enforced

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- Assign a back-up person
- Inform LTI asap if deadline might be missed

Implications of Non- performance

- Possible void of the sub-contract
- Loss of funding
- Ineligibility for future sub-contract funding opportunities

**This is NOT
just busy work!**

- Many activities effective coalitions are already doing

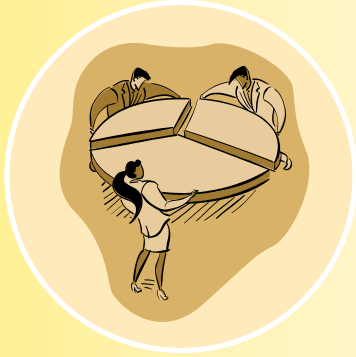
**DOE is required
by law to collect,
maintain, and
report data:**

- Annual Report
- Quarterly Alternative Fuel Price Reports

**Based on Best
Practices of
top performing
coalitions:**

- Annual Operating Plans
- Fleet Outreach
- Media Outreach and Communications

FY13 Statement of Work (SOW)



All coalitions will have the same Deliverables 1 through 9



Deliverables 10 and 11 require you to choose one deliverable from a list.



Choices do not have to be made at the beginning of the contract year.



Successful coalitions:

- Measure the success of outreach and fleet contact efforts.
- Gain an understanding of regional alternative fuel vehicle and fuel market issues.
- Maintain contact with fleet managers and fuel suppliers/sellers.

Successful coalitions:

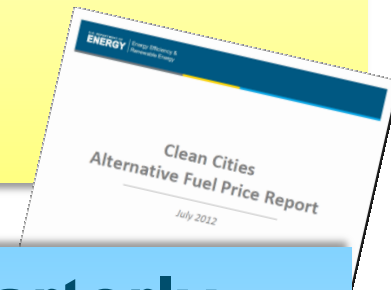
- Understand regional fuel pricing.
- Maintain a relationship with fuel suppliers/sellers.

#1: Complete Annual Report by 3/15/13

- Available resources:
 - Web tool / template
 - CCU Course
 - Webinar
 - Addressed in FAQ's

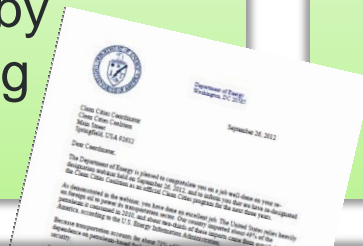
#2: Complete Quarterly Alt Fuel Price Reports

- 4 per year (Jan, Apr, July, Oct)
- Available resources:
 - Template
 - CCU Course
 - Addressed in FAQ's



Successful coalitions:

- Renew their commitments to program goals.
- Capitalize on the process by re-engaging and energizing stakeholders.



Successful coalitions:

- Ensure up to date fueling station information is available for fleets and individuals.



#3: Be in Compliance with Re-Designation Process

- Available resources:
 - Templates
 - Guidance documents
 - Addressed in FAQ's

#4: Provide Updates on Station Openings and Closings

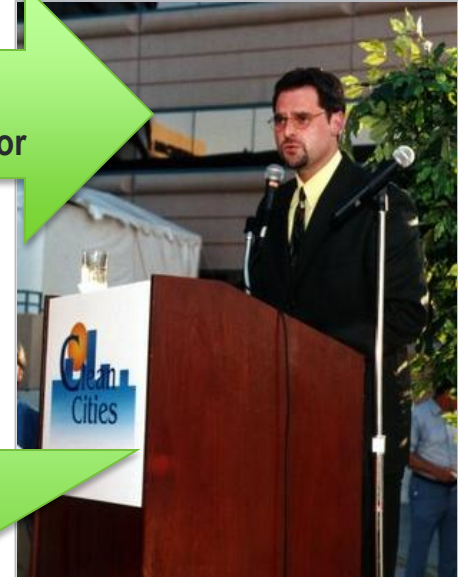
- Available resources:
 - Guidance document
 - CCU Course / Webinar
 - Addressed in FAQ's

Successful coalitions:

- Stay up to date with information on the Program and the alternative fuel vehicle industry.
- Interact and share best practices with peer coordinators.

Jeff Hardy,
former Clean Cities co-director

Shelley Launey,
TG Powell,
Marcy Rood-Werpy,
Adriane Farley,
Honda Civic GX



#5: Attend Regional Meeting, Peer Exchange* etc...

- Available resources:
 - Addressed in FAQ's



Successful coalitions:

- Set coalition goals and direction.
- Prioritize program/project/staffing efforts.
- Develop budget and funding priorities for next fiscal year.

Successful coalitions:

- Interact regularly with Regional Manager, peer coordinators, DOE Headquarters and NREL.
- Exchange relevant and timely information.

#6: Submit Annual Operating Plan

- Due no later than 10/31/13
- Available resources:
 - CCU Course
 - Template provided
 - Addressed in FAQ's

#7: Monthly Regional Conference Call participation

- 6 calls per contract period*
- Available resources:
 - Addressed in FAQ's

Successful coalitions:

- Educate stakeholders and the public about your coalition and the local/regional alternative fuel vehicle market.

Successful coalitions:

- Build interest and develop projects in local/regional alternative fuel vehicle market.
- Increase petroleum displacement.

#8: Hold Stakeholder Meetings and Events

- 4 per Contract Period
- Available resources:
 - CCU Course
 - Addressed in FAQ's

#9: Conduct Dedicated Outreach to Fleets

- 8 Contacts per Contract Period
- Available resources:
 - Template provided
 - Addressed in FAQ's
 - Guidance Document

Successful coalitions:

- Learn how best to use program tools in order to assist stakeholders.
- Influence the functionality of program tools to better assist stakeholders and increase petroleum reduction.
- Provide input into DOE meetings and events
- Provide critical input into special projects.

#10: Participate in Training or Planning Activities

Choose One:

- **# 10 (a)** Assist in **development/review of NREL tools and products**, *OR*
- **#10 (b) Participate in planning for DOE Leadership Event:** Stakeholder Summit, Peer Exchange, Coordinator 101, etc., *OR*
- **#10 (c)** Participate in one **special project or ad hoc assignment** (as requested by DOE), *OR*
- **#10 (d)** Complete **at least 4 CCU courses** *OR*
- **#10 (e)** Complete and/or update a **Plug-In Electric Vehicle Community Readiness Scorecard** (Lead/and or provide substantial assistance)*
 - Available resources:
 - Addressed in FAQ's
 - Scorecard Guidance Doc**

Successful coalitions:

- Use several forms of media to communicate their coalition activities and to emphasize Clean Cities' core mission.
- Leverage communication tools to grow their stakeholder base and coalition effectiveness.
- Lead and/or participate in local activities related to building local understanding of AFV markets.

#11: Communication & Outreach Activities

Choose One:

- **# 11 (a)** Develop **one case study, success story or lessons learned document**, OR
- **#11 (b)** Produce and submit a **video for CCTV**; OR
- **#11 (c)** Engage in the **development and distribution of media outreach**; OR
- **#11 (d)** Complete and/or update a **Plug-In Electric Vehicle Community Readiness Scorecard** (Lead/and or provide substantial assistance)*

** Available in both Activity #10 and #11, but can only be selected once*

– Available resources:

- Addressed in FAQ's
- Scorecard Guidance Doc**

Templates, Tools, Resources and Assistance for Fulfilling Deliverables



	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10a	#10b	#10c	#10d	#10e	#11a	#11b	#11c	#11d
Templates Available		•	•	•					•						•		•	
Guidance Documents Available			•	•					•							•		
Archived Webinars Available	•			•														
CCU Courses Available	•	•		•				•										•
Frequently Asked Questions Document	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•

Remember: Ask other Coordinators!

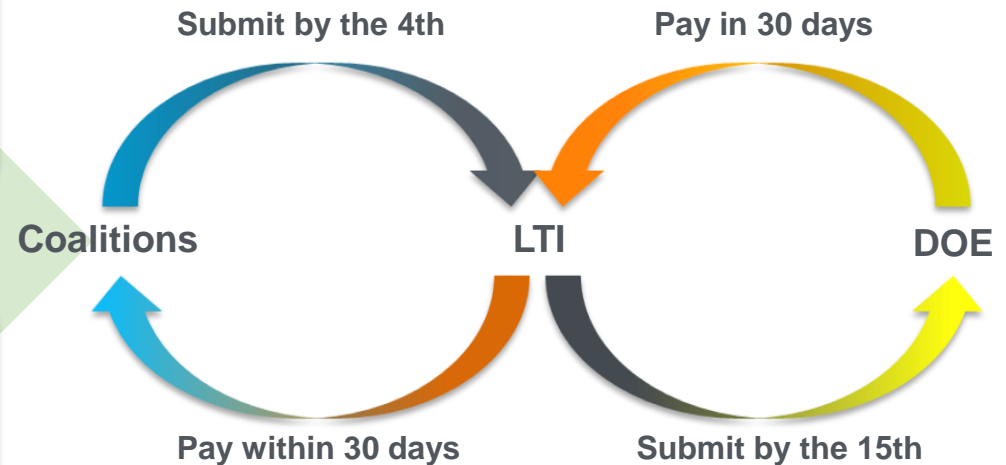
Networking with your peers on best practices for successfully completing deliverables is always encouraged!

Two invoicing options for FY13:

Each coalition can choose to invoice **once or twice per year.**

Invoices must be received by the 4th of the month to be processed in that month.

Deadlines, deliverables, and reporting remain the same for all options.



Invoice Payment Dates



Option 1	1 Invoice
Invoice submitted to LTI on or before	11/4/13
Invoice submitted to NETL	11/15/13
NETL pays LTI	12/15/13
LTI pays coalition by	1/15/14
Invoice amount	\$30,000

Option 2	1 st Invoice	2 nd Invoice
Invoice submitted to LTI on or before	5/4/13	11/4/13
Invoice submitted to NETL	5/15/13	11/15/13
NETL pays LTI	6/15/13	12/15/13
LTI pays coalition by	7/15/13	1/15/14
Invoice amount	\$15,000	\$15,000

A Few Final Things to Consider....



Contract activities should be complementary to and **build upon existing coalition programs and activities**. Deliverables ***should not replace existing coalition work*** or be the only product of the coalition.



Clean Cities is garnering **more attention than ever before**. When creating work products and deliverables, consider how it can be used beneficially for your coalition.



Your coalition's work is not done in a vacuum: Together, the activities of each coalition form a **cohesive nationwide network dedicated to reducing the nation's dependence on petroleum**.

Kimberly Nix
Leonardo Technologies, Inc.
Contractor to the United States Department of Energy
Project Controller
PPM Task 520.03.01 Activity Lead
Office: RR4-123
Mail Stop: K09
Cell: (724) 554-3678
Email: kimberly.nix@contr.netl.doe.gov